

## Request for credit or refund

Date:\_\_\_\_\_

Dear Commissioner Zauner:

I am writing you to request a credit or refund for my pool membership at Senator Michael J. Tully Park. I am indicating here that I am requesting a ***credit or refund***:\_\_\_\_\_.

**My name:** \_\_\_\_\_

**My address:** \_\_\_\_\_

\_\_\_\_\_

**My phone Number:**\_\_\_\_\_

**Pass, Membership Type:**\_\_\_\_\_ (i.e. family, individual, senior)

**Valid Dates of Pass:**\_\_\_\_\_

**Pass Number/ Household number**\_\_\_\_\_

**My Receipt number:**\_\_\_\_\_ (if available)

**Payment Date:**\_\_\_\_\_ (if available)

**Payment Amount:**\_\_\_\_\_

I have included **a photo copy of all membership passes.**

I understand that a claim form must be signed to process a refund.

Thank you,

Signature